



STATE OF IOWA  
MASTER AGREEMENT

MA# 005 CT3035 1

EFFECTIVE BEGIN DATE: 08-15-2006  
EXPIRATION DATE: 08-14-2007  
PAGE: 1 of 4

BUYER : JEANETTE CHUPP  
Jeanette.Chupp@iowa.gov  
515-281-6288

FOB FOB Dest, Freight Prepaid

PAYMENT TERMS (%): DAYS:

**VENDOR:**

Rx Systems, Inc  
121 Point W Blvd

Saint Charles, MO 63301  
USA

**VENDOR CONTACT:**

Mark Steitz

PHONE: 636-925-0001 EXT: 247

EMAIL: lbommarito@rxsystems.com

VENDOR #: 43117404000

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**DESCRIPTION OF ITEMS CONTRACTED**

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Pharmacy Medication Cards

Contract for the provision of Clear Blister and PRN Medication Cards per RFQ 0707671011 by Mark Steitz of RX Systems, Inc.

Cards shall be supplied to the Iowa Veterans Home on an as-needed basis as orders are placed against this contract.

Vendor Contact: Linda Bommarito at phone 800-922-9142 ext. 235

or Mark Steitz

E-Mail Address: LBommarito@RX Systems.com

Refer to the attached quote for for additional information.

**RENEWAL PERIODS**

FROM 08-15-2007 TO 08-14-2008

FROM 08-15-2008 TO 08-14-2009

FROM 08-15-2009 TO 08-14-2010

FROM 08-15-2010 TO 08-14-2011

FROM 08-15-2011 TO 08-14-2012

**THRESHOLDS**

MINIMUM ORDER AMOUNT:

MAXIMUM ORDER AMOUNT:

NOT TO EXCEED AMOUNT:

**AUTHORIZED DEPARTMENT**

671 Veterans Affairs

**TOTAL \$0.00**

VENDOR:

\_\_\_\_\_

APPROVED BY:

\_\_\_\_\_

THIS MA IS SUBJECT TO THE TERMS AND  
CONDITIONS ATTACHED HERETO.  
PLEASE SEE ATTACHMENTS FOR  
FURTHER DESCRIPTIONS.



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
1	0.00000	CASE	46575  Pharmacy Equipment and Accessories . RX Systems, No. M1316 31-Count, One-Piece Heat Seal Medication Card and Clear Blister - Medication Size: EXTRA LARGE - Printed in Blue - Size: 9" Long by 6" Wide - 500 cards per case - Labeling meets legal regulations for drugs which are not in their original container.	\$90.000000 \$0.000000
2	0.00000	CASE	46575  Pharmacy Equipment and Accessories . RX Systems, No. M1315 31-Count, One-Piece Heat Seal Medication Card and Clear Blister - Medication Size: LARGE - Printed in Blue - Size: 9" Long by 6" Wide - 500 cards per case - Labeling meets legal regulations for drugs which are not in their original container.	\$87.500000 \$0.000000
3	0.00000	CASE	46575  Pharmacy Equipment and Accessories . RX Systems, No. M1313 31-Count, One-Piece Heat Seal Medication Card and Clear Blister - Medication Size: MEDIUM - Printed in Blue - Size: 9" Long by 6" Wide - 500 cards per case - Labeling meets legal regulations for drugs which are not in their original container.	\$87.500000 \$0.000000
4	0.00000	CASE	46575  Pharmacy Equipment and Accessories .. RX Systems, No. M1315 MTAN 30-Count, One-Piece Heat Seal Card and Clear Blister for PRN (administered as-needed) Medications - Printed in Blue - Size: 9" Long by 6" Wide - 500 cards per case - Labeling meets legal regulations for drugs which are not in their original container.	\$87.500000 \$0.000000
5	0.00000		46575  Pharmacy Equipment and Accessories . Associated Pharmacy Cards	\$0.000000 \$0.000000



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## **TERMS AND CONDITIONS**

### **Incorporation**

The Request for Proposal and/or bid documents for this project and the vendor's proposal in response to the RFP or Bid together with any clarifications, attachments, appendices, or amendments of the State or the Vendor are incorporated into this Contract by reference as if fully set forth in this Contract.

### **Remedies upon Default**

In any case where the vendor has failed to deliver or has delivered non-conforming goods and/or services, the State shall provide a cure notice. The notice to cure shall state the maximum length of time the vendor has to cure. If after the time period stated in the notice to cure has passed, the vendor continues to be in default, the State may procure goods and/or services in substitution from another source and charge the difference between the contracted price and the market price to the defaulting vendor. The State's Attorney General shall be requested to make collection from the defaulting vendor.

### **Force Majeure**

Force majeure includes acts of God, war, civil disturbance and any other causes which are beyond the control and anticipation of the party affected and which, by the exercise of reasonable diligence, the party was unable to anticipate or prevent. These provisions of force majeure also apply to subcontractors or suppliers of the Vendor. Force majeure does not include financial difficulties of the Vendor or any associated company of the Vendor, or claims or court orders that restrict the Vendor's ability to deliver the goods or services contemplated by this Agreement. Neither the Vendor nor the State shall be liable to the other for any delay or failure of performance of this Agreement caused by a force majeure, and not as a result of the fault or negligence of a party.

### **Subcontractors**

The successful vendor shall be responsible for all acts and performance of any subcontractor or secondary supplier that the successful vendor may engage for the completion of any contract with the State. A delay that results from a subcontractor's conduct, negligence or failure to perform shall not exempt the vendor from default remedies. The successful vendor shall be responsible for payment to all subcontractors and all other third parties.

### **Termination-Non-Appropriation**

Notwithstanding any other provision of this contract, if funds anticipated for the continued fulfillment of this contract are at any time not forthcoming or insufficient, either through the failure of the State to appropriate funds, discontinuance or material alteration of the program for which funds were provided, then the State shall have the right to terminate this contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding, discontinuance or program alteration.

### **Immunity of State/Fed Agencies**

The vendor shall defend and hold harmless the State and Federal funding source for the State of Iowa from liability arising from the vendor's performance of this contract and the vendor's activities with subcontracted and all other third parties.

### **Assignment**

Vendors may not assign contracts or purchase orders to any party (including financial institutions) without written permission of the General Services Enterprise - Purchasing.

### **Anti-Trust Assignment**

For good cause and as consideration for executing this purchase order, the vendor, through its duly authorized agent, conveys, sells, assigns, and transfers to the State of Iowa all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States and the State of Iowa, relating to the particular goods or services purchased or acquired by the State of Iowa pursuant to the using State of Iowa agency.

### **Delivery and Acceptance**

When an award has been made to a vendor and the purchase order issued, deliveries are to be made in the following manner.

- A. Deliveries - All deliveries are to be made only to the point specified on the purchase order. If delivery is made to any other point, it shall be the responsibility of the vendor to promptly reship to the correct location. Failure to deliver procured goods on time may result in cancellation of an order or termination of a contract at the option of the State.
- B. Delivery Charges - All delivery charges should be to the account of the vendor whenever possible. If not, all delivery charges should be prepaid by vendor and added to the invoice.
- C. Notice of Rejection - The nature of any rejections of a shipment, based on apparent deficiencies disclosed by ordinary methods of inspection, will be given by the receiving agency to the vendor and carrier within a reasonable time after delivery of the item, with a copy of this notice to the General Services Enterprise - Purchasing. Notice of latent deficiencies which would make items unsatisfactory for the purpose intended may be given by the State of Iowa at any time after acceptance.

### **Delivery and Acceptance (cont)**

- D. Disposition of Rejected item - The vendor must remove at the vendor's expense any item rejected by the State. If the vendor fails to remove that rejected item, the State may dispose of the item by offering the same for sale, deduct any accrued expense and remit the balance to the vendor.
- E. Testing After Delivery - Laboratory analysis of an item or other means of testing may be required after delivery. In such cases, vendors will be notified in writing that a special test is being made and that payment will be withheld until completion of the testing process.

### **Title to Goods**

The vendor warrants that the goods purchased hereunder are free from all liens, claims or encumbrances.

### **Indemnification**

To the extent that goods are not manufactured in accordance with the State's design, the vendor shall defend, indemnify and hold harmless the State of Iowa, the State's assignees, and other users of the goods from and against any claim of infringement of any Letter Patent, Trade Names, Trademark, Copyright or Trade Secrets by reason of sale or use of any articles purchased hereunder. The State shall promptly notify the vendor of any such claim.

### **Nondiscrimination**

The vendor is subject to and must comply with all federal and state requirements concerning fair employment and will not discriminate between or among them by reason of race, color, religion, sex, national origin or physical handicap.

### **Warranty**

The vendor expressly warrants that all goods supplied shall be merchantable in accordance with the Uniform Commercial Code, Section 2-314 and the Iowa Code, Section 554.2314.

### **Taxes**



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The State of Iowa is exempt from the payment of Iowa sales tax, motor vehicle fuel tax and any other Iowa tax that may be applied to a specified commodity and/or service. Contractors performing construction activities are required to pay state sales tax on the cost of materials. The Iowa Department of Revenue exemption letter will be furnished to a vendor upon request.

**Hazardous Material**

All packaging, transportation, and handling of hazardous materials shall be in accordance with applicable federal and state regulations including, but not limited to, the Material Safety Data Sheet provision of O.S.H.A. Hazard Communication Standard 29CFR 1910.1200, and Iowa Administrative Code, Chapter 567.

**Public Records**

The laws of the State of Iowa require procurement records to be made public unless exempted by the Code of Iowa.

**Miscellaneous**

The terms and provisions of this contract shall be construed in accordance with the laws of the State of Iowa. Any and all litigation or actions commenced in connection with this contract shall be brought in Des Moines, Iowa, in Polk County District Court for the State of Iowa. If however, jurisdiction is not proper in Polk County District Court, the action shall only be brought in the United States District Court for the Southern District of Iowa, Central Division, providing that jurisdiction is proper in that forum. This provision shall not be construed as waiving any immunity to suit or liability, which may be available to the State of Iowa.

If any provision of this contract is held to be invalid or unenforceable, the remainder shall be valid and enforceable.

**Records Retention**

The vendor shall maintain books, records, and documents which sufficiently and properly document and calculate all charges billed to the State of Iowa throughout the term of this Agreement for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later. The vendor shall at, no charge, permit the Auditor of the State of Iowa, or any authorized representative of the State (or where federal funds are involved, the Comptroller General of the United States or any other authorized representative of the United States government) to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records, or other records of the vendor relating to orders, invoices, or payments documentation or materials pertaining to this Agreement.

**Independent Contractor**

The vendor is an independent contractor performing services for the State of Iowa, and as such shall not hold itself out as an employee or agent of the State.

**Performance Monitoring**

For all service contracts, the requirements of Iowa Code sections 8.47 shall be incorporated into final terms and conditions of the contract.

**REQUEST FOR QUOTE FORM**

Quote Number 0707671011

Quotations are due on or before

3:00 P.M., August 11, 2006



Iowa Department of  
Administrative Services  
General Services Enterprise

Quotes must be submitted in hard-copy  
via mail, or fax #515-242-5974

Quote Form Page 1

Purchasing Agent: Jeanette Chupp

- 1.) Review the attached entire quote specification package
- 2.) Complete and return the 1-page "Request for Quote" Form, and the specification/drawing of the cards offered via U.S. Mail or FAX #515-242-5974

**Complete Pricing below for contract pricing in minimum order quantities of 30 cases of any mixed products:**

**31 Count, One-Piece, Heat Seal Medication Card**

with Clear Blister per the attached specifications...

\$ 90.00 per case of 500 cards/case with Extra Large Medication Size  
Brand Name: RxSYSTEMS, Order Number: W1316, Card Size: 9" L X 6" W

\$ 87.50 per case of 500 cards/case with Large Medication Size  
Brand Name: RxSYSTEMS, Order Number: W1315, Card Size: 9" L X 6" W

\$ 87.50 per case of 500 cards/case with Medium Medication Size  
Brand Name: RxSYSTEMS, Order Number: W1313, Card Size: 9" L X 6" W

**30 Count, One-Piece, Heat Seal PRN Medication Card**

with Clear Blister per the attached specifications...

\$ 87.50 per case of 500 cards/case  
Brand Name: RxSYSTEMS, Order Number: W1315 MTAN, Card Size: 9" L X 6" W

Quantity: 1 Each.... Delivery Charge..... \$ 0  
For 30 day delivery on orders of 30 or more mixed cases of 250 cards/case

**Complete Vendor Information below:**Authorizing Signature: [Signature]Print Authorizing Signature Name: MARY SCREITZCompany Name Typewritten: RxSYSTEMS, INC.Mailing Address: 121 POINTE WEST BLVDPhone: (800) 922 9142 FAX: (636) 925 0041E-Mail Address: Lbommanito@rxsystems.comPayment Terms for State of Iowa Purchase Order: Net 30 days.Federal Employment Identification Number: 431 17 4040Delivery will be made in one (1) shipment within 2-3 calendar days after receipt of order.

Pricing for an annual contract shall be held firm thru August 15, 2007: X Yes or No  
Prompt Payment Discount for orders paid by credit card upon receipt of invoice: 0 %

Linda Bommanito Ph. 800-922-9142 Ext. 235

1. **SCOPE OF THE WORK**

It is the intent of the State of Iowa to enter into a contract for the provision and delivery of one-piece, heat seal **Blister Cards for medication distribution** at the Iowa Veterans Home (IVH). These cards shall be compatible with existing IVH programs and protocols. All cards shall be ordered strictly on an as-needed basis.

Note: We reserve the right to request an actual sample of the cards offered for evaluation, prior to award of a resulting contract.

Product Description(s):

Blister Card: Printed paperboard backer. Coated on one side with specially formulated heat-seal adhesive to allow for a secure bond of blister flange to board. PRN Card Size shall be the largest size available.

The specific cards required include the following two (2) types, in the largest card dimension available to facilitate the use of multiple card labels.

**Product Number 1.**

**31 Count Medication Card.....**

31 COUNT ONE-PIECE HEAT SEAL MEDICATION CARD AND CLEAR BLISTER.

One-piece heat seal medication cards are printed in blue and are 9" X 6"

Blisters are attached to each card.

Medication Sizes include: Extra Large, Large and Medium

250 cards/blisters per case.

The coating on the card complies with FDA regulations for direct contact with food and drugs.

Ample space is available for a variety of labels.

Each cavity is numbered for instant count

Meets Approval of Class B Packaging

Labeling information is required to meet legal regulations for drugs which are not in their original container.



## **Product Number 2.**

### **30 Count Card for PRN (administered as-needed) Medications**

30 COUNT ONE-PIECE HEAT SEAL CARD AND BLISTER FOR PRN Medications.

One-piece heat seal cards are printed in blue and are 9" X 6" or larger.

Blisters are attached to each card.

250 cards/blisters per case.

The coating on the card complies with FDA regulations for direct contact with food and drugs.

Ample space is available for a variety of labels.

Each cavity is numbered for instant count

Meets Approval of Class B Packaging

Labeling information is required to meet legal regulations for drugs which are not in their original container.

Card Dimensions should be the **largest available** to facilitate application of labels.

**B. Delivery**

Delivery shall be made for each order in one (1) complete shipment.

Partial Shipments shall not be accepted.

**C. Order Shipping Address shall be:**

Iowa Veterans Home

1301 Summit Street

Marshalltown, Iowa, 50158-5485

**D. Order Billing Address shall be:**

Iowa Veterans Home

1301 Summit Street

Marshalltown, Iowa, 50158-5485

Contact Person for follow-up: Denise Ulery, Phone 641-752-1501

**2. UNIT PRICING TO FACILITATE PROJECT REVISIONS**

The Vendor shall supply their itemized quote on the enclosed "Request for Quote" Form. Itemized unit pricing shall facilitate any changes, additions or deletions.

**3. OPEN COMPETITION**

Where, in these specifications, reference is made to materials, trade names, or articles of certain manufacture, it is done for the purpose of establishing a base of comparative quality, type and style, and not for the purpose of limiting competition. Other items may be used, if in the sole opinion of the State of Iowa, they are equal, and of a design in harmony with the intent of these specifications to be compatible with existing procedures and protocols. It is NOT intended that this specification preclude improvement in design/performance which exceeds the minimum requirements specified herein.

**4. PRODUCTS**

All manuals shall be the current published version. "Seconds" or used manuals shall not be accepted for this specific project.

5. **QUOTE FORM**

Each quote shall be submitted on the **Request for Quote Form** (1-Page) supplied by the Iowa Department of Administrative Services, General Services Enterprise.

**Attn:** Quotes shall not be accepted on Vendor Forms.

6. **TAXES**

The State of Iowa is exempt from state & local Sales & Use Taxes for this purchase. Taxes shall not be included in your bid response pricing.

7. **WITHDRAWAL PERIOD**

No Vendor may withdraw a quote within thirty (30) days after quote opening date.

8. **INFORMALITIES**

The State reserves the right to waive informalities and reject any or all quotes.

9. **ADDENDA, INTERPRETATIONS**

No interpretation of the meaning of the drawings, specifications, or quote documents shall be made to any Vendor orally. Every request for interpretation shall reference the Request for Quote Number, and be made in writing, addressed to Jeanette Chupp, Purchasing Agent III (E-Mail: [Jeanette.Chupp@iowa.gov](mailto:Jeanette.Chupp@iowa.gov)) and to be given consideration must be received at least five (5) calendar days prior to the quote due date. Any and all pertinent interpretations and supplemental instructions shall be made in the form of written addenda. Addenda shall be released to all Vendors and acknowledgment of receipt of any addenda shall be indicated on the "Request for Quote Form". All addenda issued shall become part of the contract documents.

10. **VENDOR DUTIES**

Provision of a quote warrants the Vendor has read and completely understands the quote documents and has based the quote upon the materials described herein.

11. **WARRANTIES**

The Vendor unconditionally warrants the manuals supplied for a period of 1 year. Warranty shall be in accordance with the terms of the Uniform Commercial Code.

12. **ASSIGNMENT**

Any contract resulting from this quote shall not be assigned or transferred by either party, without the prior written consent of the other party.

13. **REJECTION OF QUOTES**

The State of Iowa reserves the right to accept or reject any or all quotes, and to waive irregularities or technicalities, provided such waiver does not substantially change the offer.

14. **CONFLICTS BETWEEN TERMS**

The State of Iowa, reserves the right to accept or reject any exception taken by the Vendor to the terms and conditions of this Request for Quote Form. This Quote, and the resulting contract and activities, shall be construed in accordance with the laws of the State of Iowa. When differences exist between federal and state



statutes and regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interests of the State of Iowa. Any action relating to a resulting contract shall ONLY be commenced in the Polk County, Iowa, District Court, or the United States District Court for the Southern District of Iowa.

15. **SIGNATURE**

The quote made by technical submittal, and clarifications to that submittal, shall be signed by an officer, or designated agent empowered to bind the firm in contract.

16. **PUBLIC INSPECTION**

The laws of the State of Iowa require at the conclusion of the selection process, an Abstract listing all quote pricing and the contents of all quotes be placed in the public domain and be open to inspection by all interested parties.

17. **WITHDRAWAL OF QUOTES**

Quotes may be withdrawn anytime prior to the scheduled closing time for receipt of quotes. No quotes shall be modified or withdrawn for a period of thirty (30) calendar days thereafter.

18. **DISPOSITION OF QUOTES**

All quotes become the property of the State and shall not be returned to the Vendor.

19. **FORMATION OF AGREEMENT**

At its option, the State of Iowa may accept your quote as written, by issuing a purchase order and contract which refers to this quote, and accepts your quote as submitted. Because the State of Iowa may use the alternative described above, each Vendor shall include in their written quote, all requirements, terms or conditions it may have, and shall not assume that an opportunity will exist to add such matters after the quote has been submitted.

20. **REMEDIES UPON DEFAULT**

In any case where the Vendor has failed to deliver, or had delivered non-conforming goods or services, the State of Iowa shall provide a cure notice. If after such notice, the Vendor continues to be in default, the Iowa Dept. of Administrative Services, General Services Enterprise may procure goods or services and substitution from another source, and charge the difference between the contract price, and the market price, to the defaulting vendor. The Attorney General shall be required to make collection from the defaulting vendor. The Vendor shall not be considered to be in default under a resulting contract, if the performance is delayed or made impossible by an act of God, floods, fires, or strikes, and similar events. In each case, the delay or impossibility must be beyond the control and without the fault or negligence of the Vendor. In the event that the State obtains a money judgment, as a result of a breach of a resulting contract, the Vendor consents to such judgment being set-off against all moneys owed the Vendor by the State of Iowa.

21. **PAYMENT TERM**

Prepayment shall not be made for any product or service requested herein. Payment is normally processed 30 to 45 days after delivery/receipt of invoice. In accordance with Iowa Code Section 421.40, the State shall not pay claims

for interest on any purchase until the balance remains unpaid sixty (60) days following receipt of the claim or satisfactory delivery. Interest shall then be paid at a rate not to exceed one (1) percent per month on the unpaid balance. The Vendor may indicate payment terms on the quote form, however, that term of payment must allow for the provisions of the Iowa Code Section 421.40. *The Vendor may provide a prompt payment discount for orders paid upon receipt of invoice by credit card, however, credit card payment shall not be required.*

22. **MISCELLANEOUS**

If any provision of a resulting contract is held to be invalid, or unenforceable, the remainder of the resulting contract shall be valid and enforceable. The Vendor shall not assign its obligations under a resulting contract. All products shall be "new" (not used, re-manufactured or re-worked), and the latest manufacturer's model.

23. **ACCOUNTABLE GOVERNMENT ACT**

In compliance with the Accountable Government Act, the Vendor shall at all times maintain ethical, professional and superior customer service. If a written complaint is received by the Iowa Department of Administrative Services concerning unethical/unprofessional/sub-standard customer service, sub-standard materials or inaccurate invoicing, it shall be promptly forwarded in writing to the Vendor for resolution. In the event the complaint is not professionally addressed and resolved to the satisfaction of the Iowa Veterans Home within 15-working days after written receipt by the Vendor, a monetary deduction may be made from any outstanding vendor invoice in the amount necessary to resolve the issue.

24. **IMMUNITY FROM LIABILITY / INDEMNIFICATION**

Every person who is a party to this quote is hereby notified and agrees the State of Iowa is immune from liability and suit for or from Vendor's activities involving third parties and arising from this quote. The Vendor agrees to jointly and severally indemnify and hold the State of Iowa, its successors and assigns, harmless from and against all liability, loss, damage or expense, including reasonable attorney's fees which the State may incur or sustain by reason of the failure of the selected Vendor to fully perform and comply with the terms and obligations of a resulting contract.

25. **TERMINATION**

The State of Iowa shall have the option to terminate the resulting contract with 30 days advance written notice, without cause.

Notwithstanding any other provisions of this agreement, if funds anticipated for the continued fulfillment of the Agreement are, at any time, not forthcoming or are insufficient, either through the failure of the State to appropriate funds, or through discontinuance or material alteration of the program for which funds were provided, the State shall give the Vendor written notice as soon as practicable documenting the lack of funding, discontinuance or program alteration. Unless otherwise agreed to by the parties, the Agreement shall terminate on the last day of the fiscal year for which appropriations were available. However, in the event that an appropriation or other funding to cover the cost of this Agreement becomes available within sixty (60) days subsequent to termination under this section, the State agrees to re-enter the Agreement with the terminated Vendor under the same provisions, terms and conditions.

26.. **CONTRACT PRICING**

Pricing issued for an annual contract shall be firm thru **August 14, 2007**, and thereafter subject to change annually at the same dollar value increase verified by the manufacturer's published price list, or less dollar value.

27. **CONTRACT TERM**

The initial contract term shall be from August 15, 2006, thru August 14, 2007. A resulting contract shall be renewable at the sole discretion of the State for five (5) additional terms of 12-months each, upon the mutual agreement of both parties.

28. **MINIMUM ORDER QUANTITY**

Orders shall be placed in quantities of 30 or more cases (250 cards per case) of mixed products.

29. **ESTIMATED MONTHLY REQUIREMENT**

We estimate the future requirements of a resulting contract to be approximately 36 cases (250 cards per case) per month. Products shall be ordered strictly on an as-needed basis with no mandatory minimum or maximum annual quantities shall be accepted under these contract terms.

30. **VENDOR QUALIFICATIONS ..... IMPORTANT – Register NOW !**

Prior to execution of a contract the successful Vendor shall be qualified to do business in the State of Iowa. To qualify, the successful Vendor shall register as a Vendor with the Iowa Department of Administrative Services, General Services Enterprise (web site <http://das.gse.iowa.gov/iowapurchasing> and "click" on Vendor Registration Process and Forms).

31. **AWARD OF IMMEDIATE PURCHASE**

One (1) award shall be made on an all-or-none basis to the Vendor who offers the lowest quoted pricing which is compliant with the requirements of these specifications.

32. **IMPORTANT:**

**EACH VENDOR'S QUOTE RESPONSE PACKAGE SHALL INCLUDE:**

- A. **Request for Quote Form, (1-Page)** completed and signed in the manner requested with pricing provided in U.S. Dollars.
- B. **Specification** and/or drawing of the specific cards offered.

Quote Response Packages shall be returned on or before 3:00 P.M., on the quote due date, to the State of Iowa, Department of Administrative Services, General Services Enterprise, Hoover State Office Bldg.–Level A, 1305 East Walnut Street, Des Moines, Iowa, 50319-0105, via mail or via **FAX #515-242-5974.**

NOTE: Late quotes and quotes on Vendor Forms shall not be accepted.